STARS USER MANUAL

BATCH HEADER FORM INSTRUCTIONS

The following describes each field of the Batch Header form:

Data Element	Description
AGENCY NAME	Enter your AGENCY NAME.
AGENCY	Enter your three-digit AGENCY code.
BATCH DATE	Enter an eight-digit BATCH DATE in the format MMDDYYYY. Do not enter a future date. For Cash Receipts, use the date when you took the deposit to STO, regardless of the time of day.
BATCH TYPE	Enter a one-character BATCH TYPE. The different Batch Types are defined on the Agency Batch Types section of the form.
BATCH NUMBER	Enter a BATCH NUMBER, up to three digits. This Batch Number is usually the next consecutive batch number on your Batch Control Log.
BATCH COUNT	Enter the number of transactions in the batch, up to a five digits. This is the number of transactions you plan to enter in the batch. STARS automatically compare this entry to the actual number of transactions you have entered during data entry.
BATCH AMOUNT	Enter the total dollar amount of the transactions in the batch, up to eighteen digits. Include any reversals. STARS automatically compares this entry to your individual transaction amounts during data entry. **NOTE:** Do not enter a minus sign or brackets for "I" batch reversals.

Data Element	Description
BATCH EDIT MODE	Enter a one-digit BATCH EDIT MODE. **0** - No edits. Enters data without edits to the tables during data entry. This mode allows you to enter a future effective date. **1** - Enters data with table edits during data entry. Used for most normal batch entries. **2** - Enters data online in real-time doing both table and financial edits. **NOTE:** Your assigned security level determines which edit mode you can see.
EFFECTIVE DATE	Enter a six-digit date in MMDDYY format. In STARS, the current date will be displayed. If you want to override this date, enter the new date on the form. You can enter future effective dates only for the current month. (STARS will process a future date transaction on the date you release the transaction, not the effective date of the transaction.) For cash deposits to the State Treasurer's Office: If they receive the deposit by 10:30 a.m. (or 11 a.m. on the last business day of the month), use the current day's date. If they receive the deposit after those times, use the date of the next business day.
BFY	Enter the two-digit BUDGET FISCAL YEAR (format: YY). In STARS, the current BFY is automatically displayed. If you want to override this, enter the new BFY on the HEADER form. E.g., change this BFY field if you are paying a prior year encumbrance. STARS allows a future BFY only for June and only on specific budgeting transactions. See the Budgeting chapter for more information.
APPROVAL LEVEL	STARS will update the APPROVAL LEVEL depending on the transactions entered in the batch. You do not need to enter an approval level unless you want to increase it.
DOCUMENT NUMBER FROM: TO:	Enter the beginning and ending document number. Agencies usually put these document numbers on the Batch Control Log.
CHECKS/WIRES	If you are creating a J or I batch type, enter the total amount of checks or wires, including any cashiers checks and money orders. If your deposit is an EFT, enter your EFT amount here and circle WIRES on the form. If there are no CHECKS/WIRES, put a zero (0) in the field.

Data Element	Description
CURRENCY	If you are creating a J batch type, enter the total amount of cash in *paper bills* you are depositing. If there is no currency, put a zero (0) in the field.
COIN	If you are creating a J batch type, enter the total amount of coins you are depositing. If there are no coins, put a zero (0) in the field.
WARRANTS	If you are creating a J or I batch type, enter the total amount of WARRANTS. If there are no warrants, put a zero (0) in the field.
TOTAL	The form will automatically calculate the TOTAL for the J and I batch amount fields.
PREPARED BY / DATE	The person creating the batch signs and dates the form.
ENTERED BY / DATE	The person entering the batch signs and dates the form.
REVIEWED BY / DATE	The person reviewing the batch signs and dates the form.
RELEASED BY / DATE	The person releasing the batch signs and dates the form.